
Subject: In-State Transfers

Effective Date: October 1, 2004

Revised from:

Policy: Local Agencies must assist participants to move within the state without loss of benefits. In the event of a waiting list, clients transferring within a certification period must be transferred into the new clinic regardless of waiting list restrictions.

Reference: CFR §246.7(k)

Procedure:

1. If a client states that she is planning to move elsewhere in Kansas, the Local Agency provides:
 - a. Contact and location information in the new location
 - b. A copy of the current Special Formula Issuance form, if an infant is using a non-contract formula or another client is using any formula.
2. In-State transfers are initiated when the client arrives at the receiving (new) clinic for service.
3. The receiving clinic transfers the client/s using the Transfer From In State Wizard.
 - a. The computer prevents transfer if the client is not eligible, such as over 5 years old or already enrolled in the receiving clinic.
 - b. If a client's certification period has expired, staff should transfer in the WIC record using Transfer From In State Wizard, then certify the client to start a new certification period.
4. Update demographic information as appropriate.
5. Do not reassess nutritional risk and financial eligibility.
6. Document proof of residency and identity for client (and caregiver identity for clients who are infants or children.) Follow normal policy if a client does not bring proof or if proof does not exist. (See Certification Visit.)
7. KWIC will:
 - a. Maintain the existing start and end of the client's certification period.
 - b. Transfer a temporary certification record with minimal information.
 - c. Transfer a complete certification record within 48 hours.
 - d. Send a WIC Mail notification to the previous clinic notifying them of the transfer.

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8. Make appropriate referrals, including to WIC nurse or dietitian, if needed.
9. Assess secondary nutrition education needs based on risk level and time before certification ends. Schedule as appropriate.
10. Clients can usually use checks already issued by the previous clinic.
 - a. Checks may need to be replaced for reasons such as change of caregiver or food package.
 - b. If checks need to be replaced, contact the originating clinic with information about the checks so that clinic can void them. Shred the checks after they are voided.
11. Issue more checks, as appropriate. See Transfers Using a Non-contract or Special Formula for clients transferring with a food package for any formula other than a Kansas contract formula.
12. In the event of a waiting list, clients transferring within a certification period must be transferred into the clinic regardless of waiting list restrictions.